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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Planning Staff, Office of Logistics

DATE: 3 April 1961

FROM : Chief, Printing Services Division, Office
of LogisticsSUBJECT: Report for President's Board of Consultants
on Foreign Intelligence Activities

1. The following report on support to Agency intelligence activities is submitted as you have requested. The Printing Services Division continues to produce large quantities of classified printing and photographic prints to all components of the Agency. Requirements are building up as Agency components prepare to complete activities by fiscal year end deadlines.

2. During the reporting period there have been increased requirements of a more permanent nature. OCI publications continue to increase in the number of publications printed and also in the number of copies printed. Colored maps, charts, graphs, and halftones are extensively used in these publications and high quality must be maintained under extreme deadlines. The OCI plant has also had to be more adequately staffed for service twenty-four hours a day seven days a week. These requirements have made it necessary to obtain additional slots and assign additional personnel to this plant.

3. Considerable support continues to be provided to WH activities. A night shift, consisting of two pressmen, has been arranged to more fully utilize equipment in support of WH printing requirements. A mimeograph machine has been loaned to the Project and rapid over-the-counter type copying service is furnished by the plant located in "K" Building.

3. The project of color badging of Agency personnel prior to moving to the new headquarters building is nearing completion. Printing Services Division will have finished all print making well within the time scheduled. The Division has been contacted by White House Staff members seeking support in a similar color badging project of all White House employees. The requirement has been evaluated by Division technicians and it can be met. Further action on this project is dependent on word from the White House Staff.

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